

Date: December 18, 2007

To: CRS Title 32, Article 1 Special District Officials

Re: Election "TO DOs" for January / SOS Rules Amendment / TA Guides

January 2008:

- Board of directors should have an election resolution adopted and a designated official appointed and sworn in. Election resolutions & appointments should be kept as part of a district's records and made available for public inspection. The division does not require a copy of these documents. (CRS 1-1-111(2); 32-1-804(2); SOS Election Rule 40) (See sample/forms **B-3 thru B-5** attached to this email or go directly to the 2008 Election Manual now available online at http://www.dola.colorado.gov/dlg/ta/special_districts/elections/index.html.)
- If your district chooses to hold a polling place election in 2008, begin securing ADA accessible sites now. (CRS 1-5-102; SOS Election Rule 5.2). If your district chooses to hold a mail ballot election, consider contacting USPS to work out the details of election mail right away. (www.usps.com/electionmail/) Begin working on the mail ballot plan that is due to the Secretary of State (SOS) by February 29th. Remember, your district may submit this required documentation earlier than the February 29th deadline. The SOS has 25 days to respond. (CRS 1-7.5-105; 32-1-805(2); SOS Election Rule 12)

January 1:

- File a current, accurate map of the district boundaries with the division of local government, the county assessor(s) and the county clerk & recorder(s) election department if you plan on requesting voter registration lists from the clerk(s) for your regular biennial election in May, 2008. (CRS 32-1-306) **(Please see the attached memorandum regarding map requirements.)**
- Today is the earliest day to apply for a mail-in ballot. Print, and have on hand, copies of the most current SOS approved form for distribution to your electorate. Go to http://www.elections.colorado.gov/WWW/default/Clerks%20Corner/SOS%20Approved%20Forms/2007_forms/approved_mail-in_ballot_application_color_7_11_07.pdf (or see form **B-2**) The mail-in application should be submitted to the county clerk and recorder (by fax) for immediate processing. Maintain the original application for your district files and assure the applicant receives a ballot by mail when it is time to begin sending out mail ballot packets.

January 7:

- Prepare for the "Call for Nominations" publication by contacting a newspaper of general circulation in the special district to find out when you must submit the text of the publication to assure your district meets the deadline (February 6 thru 21). You must publish the "Call for Nominations" one time, in one newspaper of general circulation if there is such a newspaper, and if not, then in a newspaper in the county in which the special district is located. (CRS 32-1-804.1; 1-1-104(34)) (See form **B-6**)

January 15:

- Send a notice including the name of your special district, the business address, contact person, telephone, facsimile, email address, and the name of the chairman of the board to (You may put your notice on district letterhead or use form **B-75**):
 1. Division of Local Government (DLG)
 2. Board of County Commissioners
 3. County Assessor
 4. County Treasurer
 5. County Clerk & Recorder
 6. Governing body of any municipality in which the district is located
 7. If you are an SDA member, send a copy to them as well(CRS 32-1-104(2))
- The Colorado Secretary of State has posted an election rules update to their webpage. Please go to http://www.elections.colorado.gov/WWW/default/Rule%20Making/2007/8_ccr_1505_1_sos_election_rule_s_as_amended_12_14_07.pdf to access the newest election rules. SOS Election Rules were amended on December 14, 2007. Election officials are compelled to refer to the newest version when preparing for an election.
- The division has created various technical assistance guides that are available to districts online. Although dated, these guides continue to offer helpful information for district officials. Please visit our webpage to browse through the brochures by going to http://dola.colorado.gov/dlg/resources/publications.html#special_districts. Watch for revisions and updates by bookmarking this page for future reference.